

BANNER 9 HR WEBINAR QUESTIONS & ANSWERS – 9/26/18

Question – Is Go in Banner 9 the same as Next Block in Banner 8?

Answer – Yes, Go is similar to Next Block as it will take you down into the page from the keyblock.

Question – On PZAREDS, what was the Effort Certification Box? Can this be done in Banner 9?

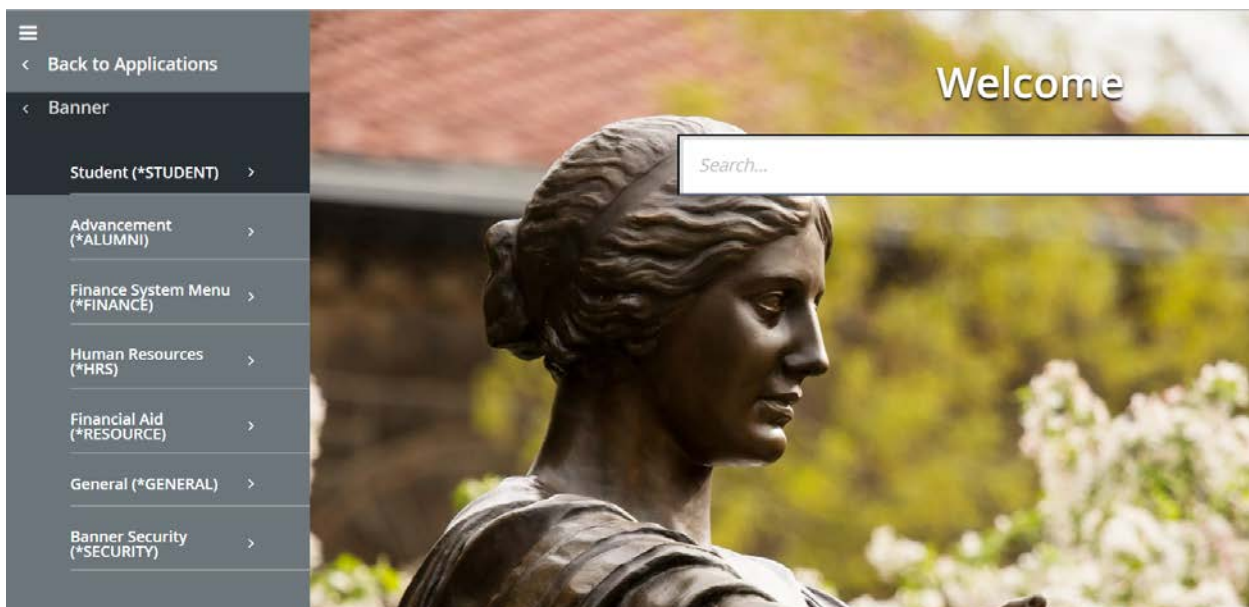
Answer – This box does appear in Banner 8 which we do not utilize, therefore we will not use in Banner 9.

Question – Where can you find the menu or dropdown listing forms by subject area?

Answer – This information can be located on the left side of your screen by selecting the Applications icon.



When this is selected the list of forms by subject area will appear.



Question – Can you search by name and not just by UIN?

Answer – Yes, you can. When you enter a page, the name field will not appear in the key block at first. For example, here is PEAEMPL page.



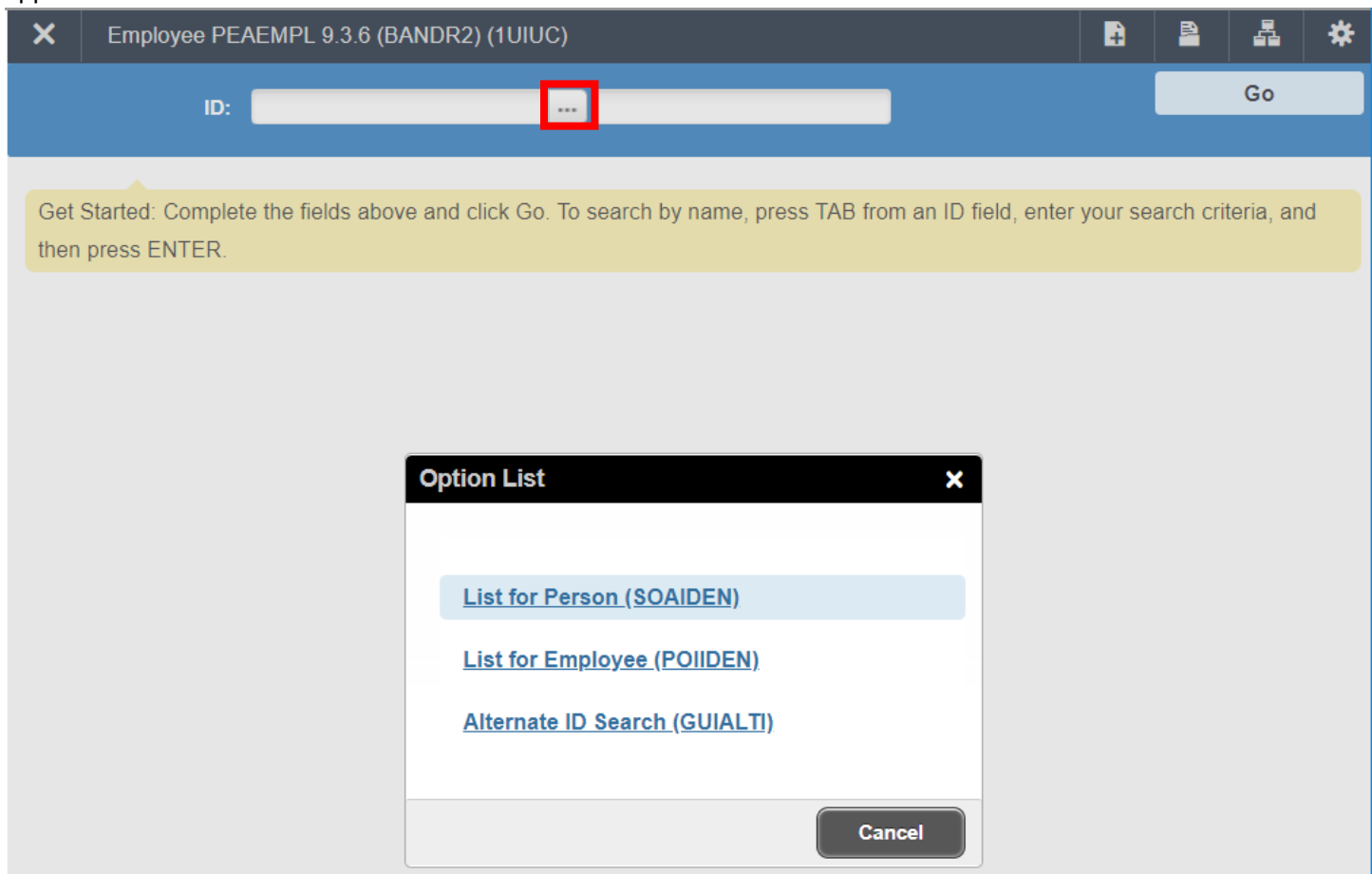
The screenshot shows the top header of the PEAEMPL page. It has a dark grey bar with a close button (X) and the text "Employee PEAEMPL 9.3.6 (BANDR2) (1UIUC)". To the right are icons for adding, editing, deleting, and settings. Below this is a blue bar with the label "ID:" followed by a text input field containing three asterisks (***) and a "Go" button.

You can tab out of the ID field and the name field will appear. You are then able to search by name as you can in Banner 8.



This screenshot is similar to the previous one, but the text input field next to the "ID:" label now contains a name, demonstrating that the system allows searching by name.

Just like in Banner 8, you can also select the ellipsis (the 3 periods) next to the ID field and the Option List will appear.



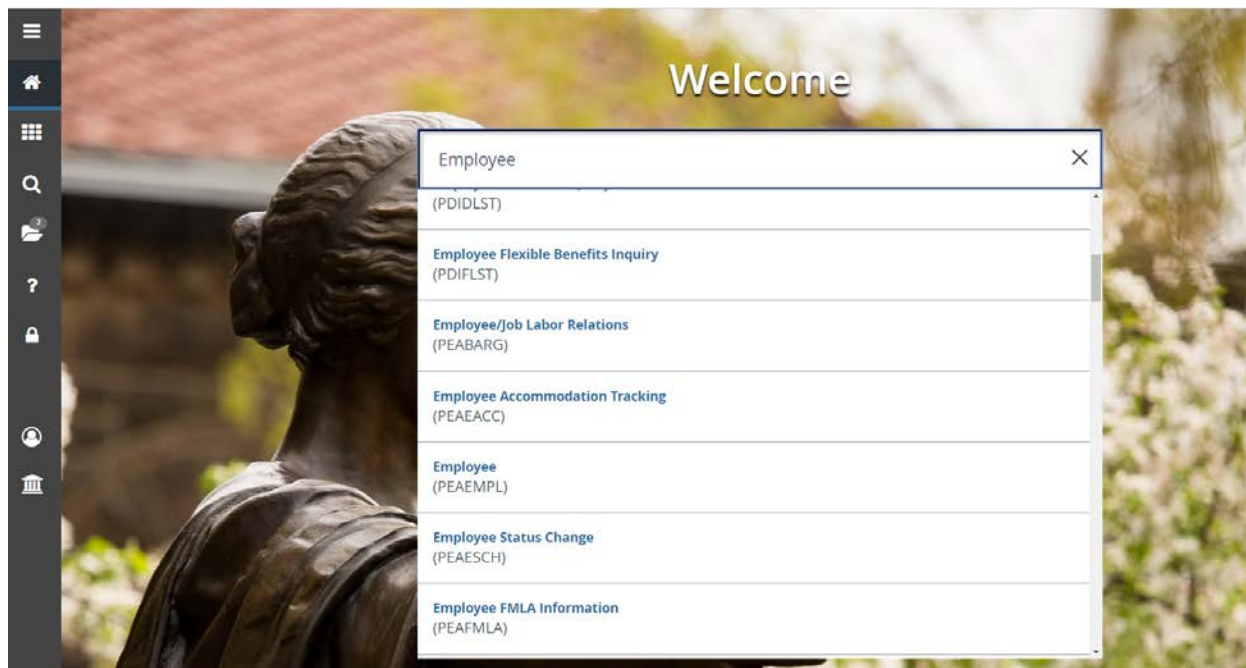
This screenshot shows the "Option List" dialog box that appears when the ellipsis (three asterisks) next to the ID field is selected. The dialog has a title bar "Option List" with a close button (X). It contains three options: "List for Person (SOAIDEN)", "List for Employee (POIIDEN)", and "Alternate ID Search (GUIALT)". A "Cancel" button is at the bottom right. Above the dialog, a yellow callout box contains the text: "Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER."

Question – Will there be a way to save your most commonly used pages?

Answer – Yes you can accomplish this by creating your “My Banner” menu. Steps on how to create and maintain this can be located in this [Knowledge Base article](#).

Question – Can you search by Banner form name instead of the Banner form codes?

Answer – Yes, you can search by either. If you search by the Banner name, a list of pages will appear that contain that name in the page description. For example, when I am looking for PEAEMPL and I searched for Employee the following appears to allow me to select the exact page I am looking for.



Question – Are the fields named the same as in Banner 8?

Answer – Yes, the fields are named the same, however they may not be in the same location.

Question – In PEIESUM can we change the query date and check for future jobs?

Answer – Yes, you can change the query date and select the box to show future jobs just as you do in Banner 8.

Question – Have any HR screen names changed from Banner 8 to Banner 9?

Answer – No, their names have not changed.